



The Suburban Connection

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Fall, 1999

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From the President:

It was wonderful to see so many of you at our Annual Open House in June. We had some nice open space due to our most recent small expansion. This allowed us to spread out and enjoy chatting with groups of people. We were also able to set up larger food tables which, by the way, were fabulous.

We honored our Outstanding Employee of the Year, Lillian Cencak, who has worked for Suburban since February 1995. Lillian's name was submitted to the Massachusetts Association of Staffing Services for the statewide competition for Outstanding Employee of the Year. The winner will be announced at the annual dinner in Boston on September 16, 1999. Our fingers are crossed for you, Lillian!

Service awards for 15,000 hours were given to the following employees: Elaine Rogers, Marcia Rumbaugh, and Barbara Slader. This is the equivalent of seven years with Suburban Staffing, Inc. These people have done a wonderful job for our clients. We are extremely proud to call them Suburban Staffing employees. Among the attendees, our benefits vendors were all present for questions and sign ups. This was a great opportunity to speak face to face with the representatives of our programs.

You surely can tell that Fall is here. Have you checked out the scheduled walks and runs for charity? Suburban Staffing sponsored runners in the Applefest Road Race in Northboro on September 18, 1999. Others are participating in the "Walk for Juvenile Diabetes" in Worcester and "Making Strides Against Breast Cancer" in Boston, both on October 3, 1999. The figures for these diseases are staggering, and we are proud to participate in the fight against them.

Many of you who have gone through our hiring process, have not actually worked for Suburban but have referred other applicants. Some who have worked, and are no longer active, have referred applicants. In the past, our referral bonus has been an employee-only benefit. Because so many of you are kind enough to refer some wonderful employees to Suburban Staffing, but no longer fit the definition of employee, we want to say "Thank You" by offering a

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small referral bonus of \$25.00 when your referral

completes 200 hours of work with us. We can only do this if we know who referred whom when the applicant comes in to apply for work. Be certain to ask your referrals to give us your name and address when they come in for their interview. I would like to thank you for referring your friends and family to Suburban Staffing, Inc.

- Nancy M. Carlson, President

You & Your Money! 401(k) Plan Changes

The Suburban Staffing, Inc. 401(k) Plan will be changing to allow for quarterly open enrollment. This will allow for four enrollment dates: January 1st, April 1st, July 1st, and October 1st. The Suburban Staffing 401(k) Plan is such a wonderful benefit, and we are delighted that we are able to offer it to our employees.



We are hoping that more of you, who are eligible, will sign on to participate in this great benefit. Everyone who is eligible will be receiving a form in the mail this September. If you wish to participate, please call the office at (508) 366-8521, to speak with Betty Warsen. If you do not wish to participate, please check the appropriate box and return the form to the office. You may fax it to (508) 898-9568 or mail it to Suburban Staffing, Inc., P.O. Box 1450, Westboro, MA 01581.

love notes from payroll

- ♥ Did you know that you are entitled to a thirty (30) minute break for any assignment in excess of six (6) hours in a workday? Don't forget to consult with your client supervisor for the exact times of breaks and meal periods.
- ♥ After having your timecard signed, be sure to leave the white copy with your supervisor, so they will have a copy for their records.
- ♥ Open enrollment for "non-group" medical insurance is September 1st - October 31st for the following three insurance companies:
 - Blue Cross Blue Shield 1-800-422-3445
 - Fallon Health Plan 1-800-868-5200
 - Harvard, Pilgrim HMO 1-800-208-1221
- ♥ Join us in the fight against Juvenile Diabetes on Oct 3rd. A three mile walk will be held in Worcester at Worcester State College starting at 1:00p.m. Registration begins at noon. Call (781) 431-0700 for more information.
- ♥ A six mile walk will be held on Oct 3rd for the fight against Breast Cancer. Registration is between 8-10:00a.m. in front of the Hatch Shell. For more information call 1-800-952-7664 ext. 4700.
- ♥ The Westboro Savings Bank is waiving their monthly checking account fee to Suburban

Did You Know?

MATTHEW BRODEUR, working with AstraZeneca, announced the birth of his new son, Ryan Madison, in August.

NANCY CARLSON, our President, was elected 1st VP of the Westboro/Northboro Chamber of Commerce.

TARA CARR, working at New England Power, gave birth to a baby girl on June 15th. Samantha Murphy Carr weighed in at 6lbs 2oz.

HELEN LEGER, working with New England Electric Systems, gave birth to a bouncing baby boy, Matthew, in July.

ANN MILLETTE, our in-house Administrative Manager, became engaged this summer. We all look forward to a September 2000 wedding.

A Thought To Share:

"Sometimes you've got to create what you want to be a part of."

-Geri Weitzman

Balancing Career & Family

Balancing work and family is a challenge for EVERY working parent. Companies are finding more ways to help employees balance personal and professional responsibilities. As a result, many co-workers and supervisors have become increasingly sensitive to the challenges facing working parents.

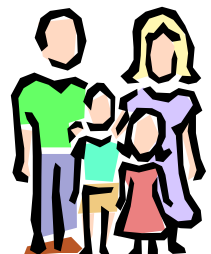
Everyone benefits when a healthy balance between work and family is established. The key is to define expectations and set ground rules. A few tips for parents at work:

- ↳ **Determine needs.** Communicate your needs, and understand the needs of the department. A parent who must leave by 5:00p.m. to pick up children at

day care can compensate by coming in earlier to make sure a project stays on schedule.

- ↳ **Understand the company's policies.** Before asking for a change in your schedule, find out what policies already exist.

- ↳ **Offer solutions and suggestions.** When discussing work/family balance issues with a supervisor, make concrete suggestions, and try to anticipate problems. Remember that your absence will have an impact on your supervisor and co-workers.



The ABC's of "Fall"ing into Education



Add to your repertoire of skill sets

Build your career

Continue your

Fall conjures up images of foliage trips, football games, crisp sunny days and the start of a new school year. The time is right to add to your professional and personal development by investing in your education.

LEARN AND EARN . . . MORE



We live and compete in a global economy. Technology drives business and changes so rapidly that we need to keep our skills updated to get to the top of that career ladder!

WHAT'S RIGHT FOR YOU?

There are many ways to continue to enhance your education. Some require a fairly substantial investment; others cost little or no money. For some courses, you may never even need to set foot on

Here are some possibilities worth

campus!

DISTANCE LEARNING

Many colleges offer on-line courses, with some of them holding discussions in small groups on-line or weekly live Internet sessions with all students. Distance learning is technology's answer to the correspondence schools of yesterday.

EVENING SCHOOL

Community night school programs, colleges, technical schools and even museums offer courses during week nights or on week-ends. Colleges have become "customer friendly" in their program offerings, tailoring schedules to accommodate evening and week-end students as they pursue their advanced or post-graduate degrees. Also, more and more big city/big name colleges are coming to a neighborhood near you. The daily newspapers carry many advertisements for local

"satellite" campuses.

PROFESSIONAL WORKSHOPS & SEMINARS

Think about attending classes that will provide you with the "know how" to become more proficient in your job. These one or two day sessions could be in software training, effective writing, using the Internet, or getting certification in your current field or a new profession.

SELF EDUCATION

Take advantage of the resources at nearby bookstores, your local public library, or even nearby college libraries. Look for books, videos, tapes, CD-ROMs and tutorials that will help to develop your skill sets

IN SHORT,

School
Spells
Success!

- Annette Frese, Recruiter

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Your Self-Esteem is Showing!

Your self-esteem shows in EVERYTHING you do. When you act on something, people react. As such, your self-esteem controls the way other people react to you.

If you act with confidence and optimism, people will treat you with confidence and optimism. If you act professionally, people will treat you with respect. Your self-esteem decides how other people see and treat you. This is important to know, and it's something to be aware of, especially if you're out looking for a job. After all, every company wants to hire successful people!

Suburban Staffing, Inc.

Congratulations Graduates!

Julie Abrams, B.S.
Renuka Kamerkar, B.A.
Sharon Massaglia, A.S.
Arran Stevens, B.S.
Barbara Trax, M.S.
Catherine Warsen, B.S.

World Wide

Check out Suburban on the Web. The site is updated weekly with new job listings in Accounting, Administration, Customer Service, Light Industrial, Professional and Technical fields. You will also find tips on resume writing, interviewing and company FAQs.

